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OPTIONAL FORM NO. 10
5010-104

Approved For Release 2002/05/02 : CIA-RDP78-06096A000100020005-4
UNITED STATES GOVERNMENT

Memorandum

CONFIDENTIAL

TO : Director of Training

DATE: 10 August 1965

FROM : Chief, Intelligence School

SUBJECT: Weekly Activities Report No. 22
3 - 9 August 1965

DOCUMENT NO. _____
NO CHANGE IN CLASS.
 DECLASSIFIED
CLASS. CHANGED TO: TS S *Co 5012*
NEXT REVIEW DATE: _____
AUTH: HR 70-2
DATE: *30/1/82* REVIEWER: *808-799*

1. On 3 August Chief IS interviewed [redacted] an ONE analyst, who is unofficially exploring the possibility of a rotational assignment at OTR. The interview was arranged by P0/TR with the approval of the ONE Executive Officer. No further action will be taken until and unless [redacted] interest is expressed through official channels.

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2. On 4 August [redacted] and Chief IS completed and submitted to C/PPS the back-up paper for the Intelligence School's 1967 Budget request. A major part of the work on the paper was done by [redacted]

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3. On 4 August Chief IS was called by [redacted] and asked to send to [redacted] an informal paper listing the briefing presentations that Mr. Kirkpatrick has given in recent years and indicating the availability of manuscripts, notes, or tapes. The information is to be used by the DDS when he is called upon to give briefing presentations. The paper was completed and sent to [redacted] on 9 August. A copy was sent to DTR.

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*This was typed before
receipt of Col. Whiteman's
note stating that the DCI
will give the talk.*

4. On or about 27 July a 23 July memorandum from [redacted] Chief of the OCR Liaison Staff, concerning a speaker for the Air War College on 27 October was sent to the Executive Director-Comptroller for decision on selection of the speaker. On 9 August [redacted] called Col. Calvin Dietrich, the Air War College officer who made the request, and assured him that a speaker would be available but had not yet been selected. Col. Dietrich told [redacted] that early in the week of 16 August he, Col. Dietrich, would have to submit copy for a printed program and that the program should include the name and a brief biographical sketch of CIA's speaker. If a speaker has not been designated by 12 August, Chief IS will confer with DTR on ways and means of hastening the selection.

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5. Chief IS plans to be on annual leave from 23 August to 7 September. [redacted] will be acting from 23 through 31 August, and [redacted] will be acting from 1 through 6 September. [redacted] will be on duty throughout the period.

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Attachment: Reports

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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 9 August 1965

FROM : Chief, Orientation Faculty

SUBJECT: Weekly Activities Report No. 22
2 - 6 August 1965

1. Special Course for DDP Personnel

25X1A

██████████ will serve as Chief Instructor for this special three-day orientation course scheduled for 10, 11, 12 August. Six personnel, five from TSD and one from █████ are now enrolled for this program. Lectures will be handled entirely by our own staff.

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2. Outside Lectures and Briefings

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a. In July, this faculty assumed the major responsibility for the briefing schedule formerly handled by █████. During that month twenty briefings were handled directly by our staff, and three others were conducted and monitored at NSA by █████

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b. During the first week in August the following briefings were given:

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1. On 2 August 1965 at Headquarters, █████ briefed some 47 EOD's on the fundamentals of intelligence and on the organization and functions of CIA, including the Agency's role in the NSC structure and in the intelligence community.

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2. On 6 August 1965 at AID headquarters in D.C., █████ briefed some 50 AID personnel scheduled for overseas assignments on the mission and functions of CIA and its relationship to the NSC and the USIB.

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3. On 4 August, █████ presented a lecture on "The Organization of CIA" before a group of about 80 students and instructors enrolled in the current National Interdepartmental Seminar. The presentation was held in the Agency auditorium.

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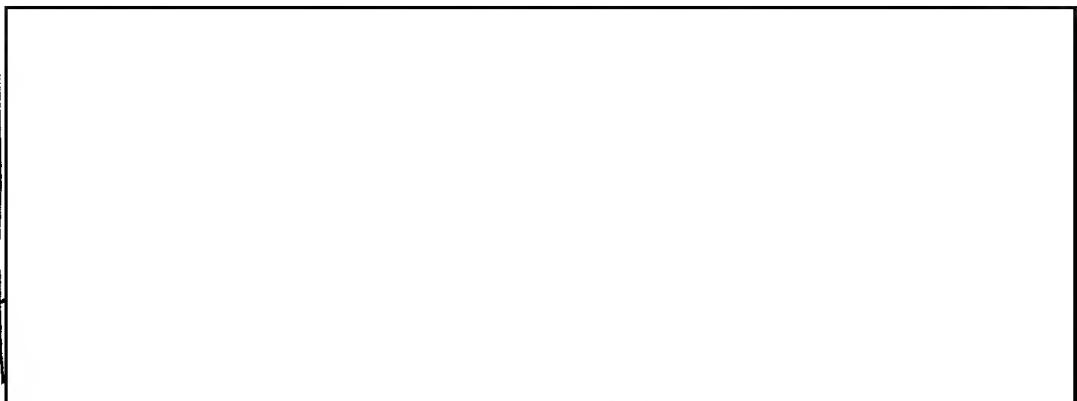
4. On 5 August, [redacted] lectured at New State on the Agency's role before a group of about 50 Foreign Service Reserve Officers and clerical personnel. Emphasis was laid on the Agency's overseas activities and cover problems.

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5. On 5 August, [redacted] briefed Mrs. Patricia R. Harris, Ambassador to Luxembourg on the Agency's mission.

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B
OTR & OTR
also
advised.
Challied.
With him.



3. Conference with NSA Official

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On 4 August 1965 at Headquarters, [redacted] conferred with [redacted] a management official at NSA (Fort Meade), regarding possible CIA training support for NSA personnel who are scheduled to go overseas for NSA. [redacted] explained that he had been given several weeks time to meet with training officers from other agencies and departments and to attend training courses which might help NSA set up a pilot training project for overseas personnel. Already [redacted] had compiled an unclassified notebook (obtained from AID) with information useful for people bound for overseas assignments. After describing OTR's monthly briefing for overseas dependents, [redacted] suggested that [redacted] meet next at the latter's convenience with [redacted] who conducts the Orientation for Overseas course.

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UNITED STATES GOVERNMENT

Memorandum

TO : Chief, Intelligence School

DATE: 9 August 1965

FROM : Chief, Intelligence Production Faculty

SUBJECT: Weekly Activities Report No. 22
2 August - 6 August 1965

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1. [redacted] with the Chief of the Operations School and [redacted] to discuss a two-hour presentation on photo intelligence requested by and to be given by a branch of the Imagery Analysis Division of NPIC to students in the Operations and [redacted] Courses at [redacted] The problems involved are ones of possible duplication of part of the present training given on this subject and of over emphasis of the product from one particular and small branch in the Agency. This branch, the Geo-Military Branch, is currently on a campaign to sell its product to and promote more requirements from the DD/P. An interesting side light is that this is the same group which for the past five and one-half years has been working on a requirement from the Director of Training in support of operations training and which even after the requirement was given a number one priority this past February has been able to provide only one person to work on the requirement part-time and has not produced one finished piece of information in answer to the requirement. Mr. [redacted]

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[redacted] stated he would discuss the problems with the people in the [redacted] school. On Friday we received word that [redacted] to work out these problems with the Geo-Military Branch and that [redacted] would schedule the amount of time to be spent on PI training in the [redacted] Course according to [redacted] recommendation.

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B

2. DTR has authorized purchase of two devices to be installed at Headquarters to aid those who wish to improve their reading ability. [redacted] has made a survey of available machines for this purpose and has selected the Craig Reader; C/IS has approved this selection. Ed will choose materials to be purchased with the machines this week and we should be able to have the machines in operation early in September.

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3. The ITC and the IPC continued to jog along together during the past week. Having the same faculty serve both courses at the same time has created fewer problems than were anticipated. The difficulties are numerous enough, however, to cause us to look forward to the day when the faculty can be split into an ITC faculty group and an IPC group. This will enable people to take leave on an orderly basis; have time to see the people we should see in the Agency; and to do the necessary reading to keep our courses up-to-date. It will also be of advantage to the Career Trainees, who will then be able to get two views of each major component from two different instructors.

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4. [redacted] introduced the new Strategic Vulnerability Study to the students of the ITC on Friday morning, and it was due at 10 A.M. Monday. The students have accepted the new challenge with considerable enthusiasm, and we see evidence of active student involvement in such things as the sign that appeared on the closed door of Section II's room: "Situation Room -- Authorized Personnel Only". With some minor changes in emphasis in the presentation and the addition of a visual-aid chart or two, we feel we will have a highly successful replacement for the former Geographic Intelligence Briefing assignment. We should have more to say on this subject next week after the student answers are in and we have had the opportunity to critique the exercise with the students.

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Memorandum

TO : Chief/Intelligence School

DATE: 9 August 1965

FROM : Chief/Management Training Faculty

SUBJECT: Weekly Activities Report No. 22
2 - 6 August 1965

SPECIAL MANAGEMENT COURSE

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Management #91, primarily for [redacted] instructors, commenced 8 August and will continue until 13 August at [redacted]. There are twenty students enrolled in this course, as follows: 16 - OTR; 1 - OL; 2 - TSD; 1 - OEL. Administrative details for this course were completed during the reporting period.

IN-BASKET

[redacted] spent the greater part of the reporting period revising some of the items in the in-basket exercise to be used in the Management Course.

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Memorandum

CONFIDENTIAL

TO : Chief, Intelligence School

DATE: 6 August 1965

FROM : Chief, Clerical Training

SUBJECT: Weekly Activities Report, No. 22
2 - 6 August 1965

1. Number in Clerical Induction Training: During the week of 26 - 30 July 1965, there were 100 trainees in Clerical Induction Training; of these 20 entered classes for the first time.

2. Number in Clerical Orientation Training: During the week of 26 - 30 July 1965, there were 26 trainees in Clerical Orientation Training.

3. Results of Official Agency Testing Administered in Clerical Induction: Results of the tests administered to the entrance-on-duty employees for the week of 26 - 30 July 1965 were as follows:

	<u>Tested</u>	<u>Passed</u>
Typewriting	17	4
Shorthand	10	1

4. Results of Official Agency Testing Administered To Applicants: The results of the tests administered to the clerical applicants for the week of 26 - 30 July 1965 were as follows:

	<u>Tested</u>	<u>Passed</u>
SET	23	
Typewriting	19	4
Shorthand	5	1
Card Punch Operator		
Aptitude Test	0	

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Weekly Activities Report, No. 22
2 - 6 August 1965

5. Results of Official Agency Testing Administered by Clerical Refresher: The results of the tests administered to on-the-job Agency employees on 2 August 1965 were as follows:

	<u>Tested</u>	<u>Passed</u>
Typewriting	6	2
Shorthand	6	2

6. August Running of Clerical Refresher Classes: Pretests in typewriting and shorthand for Agency employees interested in attending Clerical Refresher Training Classes were conducted on 4 August 1965. The results of these pretests indicated that there were sufficient enrollees to warrant the holding of one class in Typewriting Techniques Review and one class in Intermediate Shorthand Dictation from 9 August through 3 September 1965. Arrangements have been made to conduct both classes at 1016 16th Street. Mrs.

_____ will be the instructor. _____ in OTR's Supply and Services Branch is assisting us by having six electric typewriters brought from the classroom at Arlington Towers to Room 504 at 1016 16th Street.

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